User guide – Appointment attendance (Form C)

Use this step-by-step-guide to the Appointment attendance (Form C) to certify the patient attended their specialist appointment. This form also confirms how long the patient was medically required to be away from home.

1. Please provide the patient’s personal details
   To update personal details the Patient registration (Form A), needs to be filled out.

2. Either part A or part B needs to be completed.
   The patient can provide evidence for Part A and submit with this form.
   or
   The treating clinician needs to complete and sign part B.

3. Requires a signature from the specialist, representative or someone from the treating facility to certify the information provided in the form.

To register or update a patient’s personal details please use the Patient registration (Form A).
To apply for PTSS please fill out the Travel referral (Form B).
Section C

The date the patient is medically approved to travel home.

Please provide reasons for the patient’s requirement to travel after their discharge date (e.g. follow up appointments, admittance as an inpatient or not medically fit for travel).

Section D

To be completed by the treating clinician.

Please provide details of future appointments, if known. More space for future appointments is provided on the back of this form.

Section E

This section will notify the patient’s home facility of future appointments and possible PTSS requirements. It is to be filled in and signed by the specialist or a representative.

To register or update a patient’s personal details please use the Patient registration (Form A). To apply for PTSS please fill out the Travel referral (Form B).